



First Facilitated VOCA Regional Meetings for Services to Victims of General Crimes					
Date of Meeting	County(ies)	Region No	Time	Location of Meeting	Location Details
13-Sep	Pierce	2	9:00 - 1:00	Tacoma	Tacoma Rhoades Center 950 Broadway Suite 100 Tacoma, WA 98402
14-Sep	Snohomish; Island	4	1:00 – 5:00	Everett	Everett Police Department South Precinct 112 S.E. Everett Mall Everett, WA 98208
15-Sep	Pacific; Lewis; Grays Harbor; Thurston; Mason	11	1:00 – 5:00	Montesano	Commissioners Office 100 West Broadway Montesano, WA 98563
15-Sep	Whatcom; Skagit; San Juan	12	1:00 – 5:00	Mt. Vernon	Skagit SA/DV 1521 Suite B Leigh Mt Vernon, WA 98273
16-Sep	Clark; Cowlitz; Wahkiakum	5	1:00 – 5:00	Longview	Lower Columbia Community Action Council 1526 Commerce Ave Longview, WA 98632
16-Sep	King	1	1:00 – 5:00	SeaTac	Valley View Library 17850 Military Rd. S. SeaTac, WA 98188
19-Sep	Clallam; Jefferson; Kitsap	13	1:00 – 5:00	Pt. Townsend	Fort Worden State Park Conference Center 200 Battery Way Building 204 Downstairs North Pt. Townsend, WA 98368
19-Sep	Benton; Franklin; Walla Walla; Columbia; Garfield; Asotin	7	1:00 - 5:00	Walla Walla	YWCA of Walla Walla 213 S. 1 st Walla Walla, WA 99362

20-Sep	Okanogan; Chelan; Douglas	9	1:00 - 5:00	Wenatchee	Chelan County Fire District 1 Station 11 206 Easy Street (North end of town Hwy 2 and Hwy 97 Interchange) Wenatchee, WA 98807
21-Sep	Skamania; Klickitat; Yakima; Kittitas	10	1:00 – 5:00	Yakima	Central Washington Comprehensive Mental Health 402 S. 4 th Avenue Auditorium Yakima, WA 98907
22-Sep	Grant; Lincoln; Adams; Whitman	8	1:00 - 5:00	Moses Lake	Moses Lake Fire Department 701 E 3rd Moses Lake, WA 98837
23-Sep	Spokane	3	9:00 – 1:00	Spokane	SAFeT Response Center 210 W. Sprague Ave Spokane, WA 99201
23-Sep	Ferry; Stevens; Pend Orielle	6	1:00 – 5:00	Colville	Rural Resources Community Action 956 S. Main Colville, WA 99114-2533

VOCA Distribution Amounts

Region	Total	Match
Region One	\$235,639	\$58,910
King		
Region Two	\$173,115	\$43,279
Pierce		
Region Three	\$155,324	\$38,831
Spokane		
Region Four	\$174,987	\$43,747
Snohomish and Island		
Region Five	\$159,567	\$39,892
Wahkiakum, Cowlitz, and Clark		
Region Six	\$156,931	\$39,233
Ferry, Stevers, and Pend Orielle		
Region Seven	\$172,557	\$43,139
Benton, Franklin, Walla Wall, Columbia, Garfield, & Asotin		
Region Eight	\$178,228	\$44,557
Grant, Lincoln, Adams, & Whitman		
Region Nine	\$182,982	\$45,746
Okanogan, Chelan, & Douglas		
Region Ten	\$192,472	\$48,118
Kittitas, Yakima, Klickitat, & Skamania		
Region Eleven	\$183,678	\$45,920
Grays Harbor, Mason, Thurston, Pacific, & Lewis		
Region Twelve	\$159,937	\$39,984
San Juan, Whatcom, & Skagit		
Region Thirteen	\$161,545	\$40,386
Clallam, Jefferson, & Kitsap		

Allowable Costs and Services. The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided.

The following list provides examples of such items:

- **Costs Necessary and Essential to Providing Direct Services.** This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.
- **Personnel Costs.** Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.
- **Skills Training for Staff.** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.
- **VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.**
- **Training Materials.** VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.

- **Training Related Travel.** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. This limitation encourages state grantees and subrecipients to first look for available training within their immediate geographical area, as travel costs will be minimal. However, when needed training is unavailable within the immediate geographical area, state grantees may authorize using VOCA funds to support training outside of the geographical area. For example, VOCA grantees may benefit by attending national conferences that offer skills building training workshops for victim assistance providers.
- **Equipment.** VOCA funds may be used to purchase equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA subrecipient. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, subrecipients cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers; typewriters and word processors; video-tape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.
- **The costs of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf, or minor building alterations/improvements that make victims services more accessible to persons with disabilities are allowable.** Refer to the [OJP Financial Guide](#), effective edition, before these types of decisions are made.
- **Contracts for Professional Services.** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA subrecipients to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); forensic examinations on a sexual assault victim to the extent that other funding sources are unavailable or insufficient; emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English.

- Subrecipients are prohibited from using a majority of VOCA funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.
- Operating Costs. Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the prorated share of audit costs.
- Supervision of Direct Service Providers. State grantees may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, a state grantee may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- Repair and/or Replacement of Essential Items. VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. In the event that a vehicle is purchased with VOCA funds, related items, such as routine maintenance and repair costs, and automobile insurance are allowable. State grantees are cautioned to scrutinize each request for expending VOCA funds for such purposes to ensure the following: (1) that the building or vehicle is owned by the subrecipient organization and not rented or leased, (2) all other sources of funding have been exhausted, (3) there is no available option for providing the service in another location, (4) that the cost of the repair or replacement is reasonable considering the value of the building or vehicle, and (5) the cost of the repair or replacement is prorated among all sources of income.